



## Township of Blandford-Blenheim

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### JOB DESCRIPTION

<b>Position</b>	Cemetery Coordinator (Casual)
<b>Department</b>	Community Services
<b>Employment Term</b>	Part-Time
<b>Reports To</b>	Director of Community Services and Municipal Clerk
<b>Compensation</b>	\$26.17 per hour

#### POSITION SUMMARY:

The Township of Blandford-Blenheim is seeking a dedicated and organized individual to join our team as a Cemetery Coordinator. This role supports the sale of interment rights, plots, niches, products, and services on an as-needed basis, while providing excellent customer service. The Cemetery Coordinator will coordinate interment arrangements with the township, families, and funeral homes, handle cemetery-related complaints, inquiries, and requests, and maintain all digital cemetery records in the Keystone Management Software. Additionally, the coordinator will assist in monitoring the administrative and operational aspects of the township cemeteries.

#### PRINCIPLE RESPONSIBILITIES:

- Complete appropriate work records and documentation related to relevant cemetery operations. Ensure all work is performed in accordance with the Township of Blandford-Blenheim safe work standards and the Ontario Occupational Health and Safety Act;
- Perform established preventative maintenance inspections and functions. Notify supervisor and, where appropriate, other staff of any maintenance requirements;
- Maintain work records including incident and accident reports, time sheets, duty sheets and other documentation and sign off as required;
- Ensure that users and members of the public on the premises act in an orderly fashion and take appropriate action as required, reporting problems to the supervisor; respond to routine inquiries related to the use of corporate resources. Maintain good public relations with customers, and colleagues;
- Drive to off-site locations to carry out assigned duties. Must be willing and able to safely tow trailers and transport equipment;
- Ensures that a high standard of safety, cleanliness and technical operation is maintained during tasks;
- Collects fees and paper work from other sources;
- Responsible for cash on the premises and for maintaining security control during events;

- May be required to attend training courses and seminars and/or review selected reading as directed by the Supervisor;
- Receive, trouble-shoot within established procedures and communicate day-to-day public complaints and inquiries to the Supervisor;
- Liaise with user groups and be present at events as required;
- Prepare amenities for functions based on instructions from user groups and Township staff;
- Ability to work varied shifts, including split shifts as required;
- Performs additional duties as assigned, related to the work of the Community Services department.

## **SKILLS/COMPETENCIES/EXPERIENCE DESIRED**

- Good working knowledge/ experience working in cemetery operations;
- Able to understand, express and apply concepts and instructions of a somewhat technical nature. Able to complete forms and records relevant to the positional requirements;
- Must be competent within a computerized environment to perform the duties of the job. Experience in Keystone wood be an asset;
- Proven ability to provide quality customer service to Township staff, members of the public and other stakeholders;
- Able to perform all activities in this area of work (i.e., work from heights, stretch, lift and move heavy items (50 lbs; approx. 23 kgs), stand, bend and walk for extended periods of time);
- Able to perform rotating shift work necessary to fulfill the requirements of a seven-day operation.
- Able to work with minimal supervision; able to work constructively in a team environment or act independently as required, exercising good judgment and safe and appropriate practices and procedures. Able to work in a physically changing environment;
- Must have an acceptable Police Records Check including: Vulnerable Sector Screening;
- Possess and maintain a valid unrestricted Ontario Driver's License, minimum Class "G";
- Knowledge and understanding of, and ability to apply safety policies, standards, and legislation (Ontario Occupational Health & Safety Act and WHMIS), and able to use appropriate safety apparatus;
- WHMIS certificates/training or ability to obtain same per the Department's training schedule; Customer Service Training, Utility Vehicle are considered assets;
- Applicants are advised that written, oral and practical testing may form part of the selection process.

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. The Township of Blandford-Blenheim will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*